

# Budget Amendment Request Form



The County of Galveston  
Department of Professional Services

2022

# Budget Amendment Request Form

The Professional Services Department has created an interactive submission form, that will provide all County departments easy access to submit necessary Budget Amendment Requests.

Once the form is successfully filled and submitted a confirmation email will be sent.

# The Submission Deadline For The Budget Amendment Request Form

The Budget Amendment Request Form is due the Monday before every Commissioner's Court at 5:00 P.M. If the form is submitted after the deadline, it will be processed for the following Commissioners' Court meeting.

\*The deadline may vary for Commissioners' Court meetings outside of the regular schedule.

# **Budget Amendment Request Form**

## **Sections**

# Selecting A Sponsor

**Sponsor: \***

All Budget Amendment Requests will need a court member to sponsor the item.

List of Sponsors to choose from:

County Judge, Honorable Mark Henry

Commissioner Precinct 1, Honorable Darrell Apffel

Commissioner Precinct 2, Honorable Joe Giusti

Commissioner Precinct 3, Honorable Stephen D. Holmes

Commissioner Precinct 4, Honorable Robin Armstrong

# Department Information

Department: \*

Division Number: \*

Enter the 6-digit number  
Ex. 151400

Department Head Name: \*

Department Head Email: \*

Submitted By: \*

Contact Extension Number: \*

Contact Email Address: \*

- The requestor will need to provide their Department Name and Division Number.
- Please provide the contact information for the department head and requestor.

# Associated Forms

## Associated Forms \*

If a form is associated with this Budget Amendment request form, please attach the document via this portal.

### *Forms:*

**PAR** (Personal Adjustment Request)

**GAR** (Grant Agreement Request)

**CAR** (Contract Approval Request)

- Attach necessary documents associated with the Budget Amendment.

# Additional Information

**Budget Amendment Justification: \***

Please provide a brief justification for the request.

- Please enter a justification for the budget amendment request and provide any additional information necessary for this budget amendment.



# Key Org (From)

**Key Org (From): \***

Fund, Division (From):

Example: 1101,151400, therefore 1101151400

Please note: If you will be requesting from Fund Balance Reserves (Budgeted Reserves), please use the following Key Org information – 1101, 920180, therefore, **1101920180**.

Object Code (Line Item): **5930000**

- The requestor will be prompted to provide information on where funds will be transferred from.
- Once complete, another section will be presented. This will be the "Object Code - Line Item Name".

# Object Code - Line Item Name

**Object Code From (Line Item): \***

Object Code - Line Item Name

Example: 5310001 - Extraordinary Supplies

- The requestor will specify exactly from which object codes the funds will be taken from.
- Once complete a new field will appear "Amount (From)".
  - This is the amount being taken from the specific line item previously entered.

**Amount (From): \***

# Adding Additional Funding Sources

- When the Key Org (From) & Object Code (From) are complete, you can add additional Key Org (From).
  - If applicable, click on the box.
- The (2) Key Org (From) represents the second funding source your department will be adding.
  - This is not required but is available if necessary.
  - Up to four different funding sources can be added.

## Add an additional Key Org (From):

Click the box below if you will be adding an additional transfer from funding source.



## (2) Key Org (From):

Fund, Division (From):

Example: 1101,151400, therefore 1101151400

# Key Org (To)

**Key Org (To): \***

Fund, Division (To):

Example: 1101, 151400, therefore 1101151400

- Similar to the first Key Org, please provide the necessary account information. Once complete the "Object Code - Line Item Name" will appear.

# Object Codes (Line Items)

## Object Codes (Line Items): \*

Object Code - Line Item Name

Example: 5310001 - Extraordinary Supplies

- The requestor will specify exactly from which object codes the funds will be transferred to.
  - Once complete a new field will appear "Amount (From)".
  - This is the amount being taken from the specific line item previously entered.

## Amount (To): \*

# Adding An Additional Key Org (To)

## Add an additional Key Org (To):

Click the box below if you will be adding an additional transfer to fund source.



## (2) Key Org (To):

Fund, Division (To):

Example: 1101, 151400, therefore 1101151400

## (2) Object Code To (Line Item):

Object Code - Line Item Name

Example: 5310001 - Extraordinary Supplies

## (2) Amount (To):

- By clicking on the check box the requestor will be able to provide the Key Org (To) for the additional transfer to fund source. Once complete the requestor will put the amount the department is requesting.
  - The requestor can add up to four different Key Org (To), with their respective amount.

\*Note: If additional line items are need them, please attach a document to the form.

# Submission

Once the necessary information is inputted you may submit the form. Remember to click on the "Send me a copy of my response" before submitting.

Send me a copy of my responses

Submit

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THE COUNTY OF GALVESTON

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PROFESSIONAL SERVICES

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## **Contact Information**

Email: [BudgetTeam@galvestoncountytexas.gov](mailto:BudgetTeam@galvestoncountytexas.gov)

Extension: 5545



Thank You!

